SDCL Public Use Mobile Devices
Customer Tip Sheet

General Information for Laptops and Chromebooks

Wi-Fi Network Access
The San Diego County Library's (SDCL) branch wifi connection is named: SD_CO_LIBRARY.

SDCL's laptops are set-up to automatically connect. If for any reason the laptop disconnects, it should reconnect within several seconds.

Filtering
Both SDCL laptops and Chromebooks are filtered using the Websense filtering service.

Information About SDCL Laptops

1. **Saving your documents**: files will automatically save to the following directory on the laptop:
   C:\SAVE_YOUR_FILES

   Powering off the laptop at the time you return the laptop to library staff will ensure that no data has been left on the laptop's hard drive. However, if you may also delete files directly by doing the following:

   - Double-click the icon for the file called 'clear_data.bat'. This will run an application that will remove all files that were saved into the 'C:\SAVE_YOUR_FILES' directory on the laptop.

2. **Printing documents**: wireless printing is functional on these laptops. All laptops are setup to print directly to the public use printer.

3. **Webcam**: is not functional/enabled on the laptops.

Information About SDCL Chromebooks

What is a Chromebook?

A Chromebook is a personal computer running Google Chrome as its operating system (OS). The Chromebook is centered around the Google's Internet browser, and uses storage and Apps (applications) in a "cloud" environment. Users will need to create a personal Google (gmail) account in order to use the Apps and storage available in the "cloud".

Unlike laptops with software such as MS Office installed, Chromebook users download free apps to their personal Gmail accounts that will provide similar functionality (e.g. Google Docs for word processing). Apps are downloaded from the Google store and Apps and cloud storage space are user specific, so no one else has access to your information.

Signing into your Gmail account brings your bookmarks, apps, history, and other settings to any devices (i.e. smart phone, PC, tablet). Anything you update on one device is instantly updated everywhere else because your information is stored on the web "cloud".

How to Use a Chromebook

1. **Turn on** the Chromebook by opening the Chromebook's lid or by pressing the power button.

2. **Sign in with your personal Google Accoun**t – type your Google Account username and password in the sign-in box that appears after turning the Chromebook on.

   If you do not have a Google Account, click Create a Google Account in the sign-in box to set one up, or click Skip sign-in and browse as a guest at the bottom of the sign-in box.

3. **Start browsing** – After you've signed in with your Google Account, you're instantly on the web and automatically signed in to the Google services you use. This may include your personally selected Chrome bookmarks,settings, apps, and extensions. To get started, type a website or a search query into the Chrome Omnibox.

4. **Saving Documents –** Users may save documents to their Google Drive (cloud) site or on a personal USB flash-drive.

5. **Printing**: is not functional/enabled on the Chromebooks. However, as an alternative, customers may save documents to their Google Drive (cloud) site or on a personal USB flash-drive and then register to use a public-use Internet PC, so that they may print their documents from there.

6. **Log out** - When you're finished using the Chromebook, hold down the power key for a few seconds to shut down. The Chromebook is now ready to provide a 'brand new' experience to the next library customer, without giving them accidental access to any of your work.

7. **Online Tutorial**: access an online getting started guide for Chromebooks at:
   http://google.com/chromebook/knowyourchromebook